

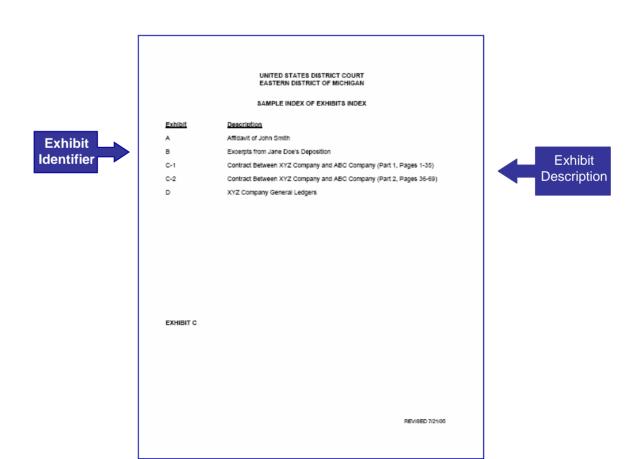
# **Attaching Exhibits Tutorial**

### **Eastern District of Michigan**

#### Rule 18, Exhibits:

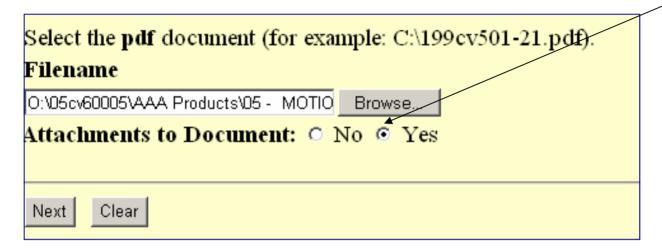
Exhibits must be filed electronically according to the following procedure:

- (1) The filing user must prepare an index of exhibits (see sample below) and file the index as the first attachment to the paper. Each exhibit must be described on the index both by an exhibit identifier and by a brief narrative description.
- (2) Each exhibit must be filed as a separate attachment\* to the paper, and identified with the same exhibit identifier and narrative description used in the index of exhibits.
  - \*Exhibit A should be one PDF file, Exhibit B should be one PDF File, and Exhibit C should be one PDF file, as opposed to Exhibits A, B, and C being combined and saved as one PDF file.



## **How to Get to the Attachment Upload Screen**

After uploading the main document, click the radio button next to the word **Yes** to prompt the system to display the Attachment Upload screen, then click [NEXT].



## **Attachment Upload Screen**

The **Attachment Upload** screen is comprised of three parts.

Upload the attachment.

2. Select a CATEGORY and enter a DESCRIPTION.

3. Add file to List.

You must repeat all three steps for each attachment.

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

Browse.

2) At your option, select a document category, enter a description, and select a type.

Category

Description

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Add to List

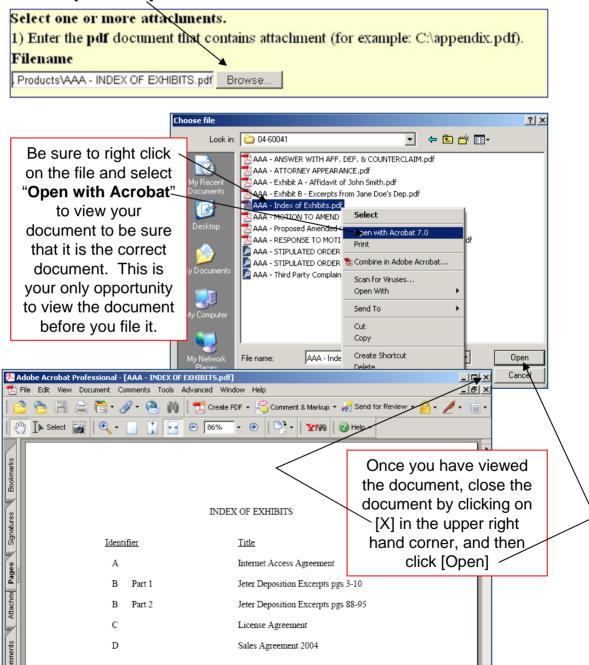
Remove from List

## **Uploading Exhibits**

When filing exhibits, Rule 18 of the ECF Policies and Procedures, requires that an Index of Exhibits be prepared and uploaded as the first attachment. This tutorial will cover attaching the Index of Exhibits, Exhibits, and Exhibits that have been divided into multiple parts because of the 5MB file size limit.

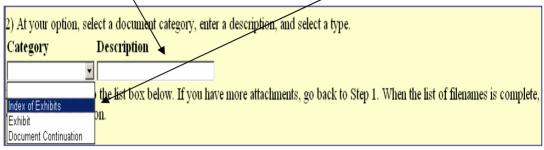
#### **Uploading the Index of Exhibits**

1. Click [BROWSE] to locate and select the Index of Exhibits.

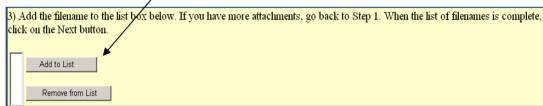


### **Attaching The Index of Exhibits Continued**

2. Select from the **CATEGORY** drop-down list, "Index of Exhibits." Leave the **DESCRIPTION** text box blank.



3. Click [ADD TO LIST].



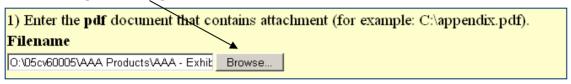
4. After [ADD TO LIST] is clicked the Index of Exhibits file will be added to the list displayed below.



5. Proceed to your first Exhibit.

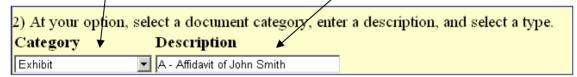
### **Attaching Exhibits**

1. Click [BROWSE] to locate and select the first exhibit file.

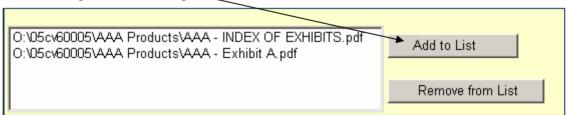


Note: Be sure to right click and view each exhibit to review for accuracy. (See instructions for **Attaching the Index of Exhibits** for detailed instructions.)

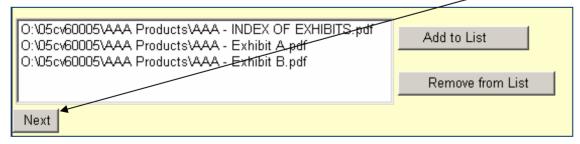
2. Select "Exhibit" from the Category drop-down menu. Type an identifier and a brief, narrative description in the Description text box.



3. Click [ADD TO LIST]-



4. Repeat steps 1-3 until all exhibits are attached, then click [NEXT]



5. Complete the remaining transaction steps.

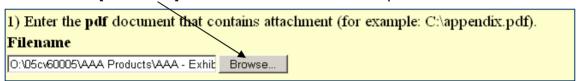
Last Modified: 3/6/2006

#### **Uploading Multi-Part Attachments**

When an Exhibit exceeds the 5MB file size limit, it must be divided into multiple parts. Dividing larger files into smaller parts is done within your PDF software. For specific instructions, consult your PDF software help files.

The first part of a divided exhibit should be uploaded following the directions for **Uploading an Exhibit**. Follow the directions below to upload the subsequent parts.

1. Click on [BROWSE] to locate and select the next part of the exhibit.

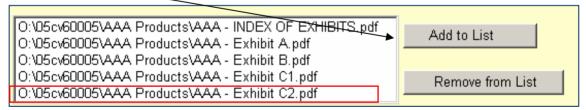


Note: Be sure to right click and view each part of the exhibit to review for accuracy. (See instructions for **Attaching the Index of Exhibits** for detailed instructions.)

2. Select "**Document Continuation**" from the **Category** drop-down menu. Type an identifier and a brief, narrative description in the **Description** text box.



3. Click [ADD TO LIST]



4. Continue these steps until all parts of the multi-part exhibit have been uploaded, described, and added to the list. If you have more exhibits to upload continue uploading them until they are all attached and then click [NEXT].

